

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

MOTOR EQUIPMENT SUPERVISOR

JOB DESCRIPTION

Employees in this job are responsible for supervising the preparation, inspection, dispatching, maintenance, repair, and disposal of motorized transportation equipment in a State motor pool garage or garage program. A garage program consists of multiple separate garage operations.

There are two classifications in this job.

Position Code Title – Motor Equipment Supervisor-1

Motor Equipment Supervisor 12

The employee serves as a second-level supervisor over a staff of garage employees.

Position Code Title – Motor Equipment Supervisor-2

Motor Equipment Supervisor 13

The employee serves as a second-level supervisor of a garage program, providing supervision over garage staff employees at various garage locations.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and/or the reviewing of work techniques and through lower-level supervisors.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

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Supervises the maintenance of a fleet of motorized vehicles for agency use, temporary replacement, and or short-term loan.

Supervises the maintenance and control of an automotive parts inventory and disbursement.

Supervises the preparation and flow of vehicles for assignment to agencies and the return processes.

Requisitions industrial tools, equipment, supplies, replacement parts, and other materials for the need of the garage(s) statewide.

Oversees repair requests and work performed by outside garages on fleet equipment.

Determines appropriate vehicle specifications to effectively meet user needs and write the specifications for vehicle ordering.

Assists in the fabrication of vehicle modifications when specialized is necessary and not available from an outside vendor.

Supervises the inspection of new light, heavy, and special equipment vehicles for compliance with specifications.

Estimates cost of salvage value on damaged vehicles, cost of repairs, and potential resale value.

Oversees the disposition of surplus equipment.

Supervises the general maintenance and upkeep of mechanical equipment, building, and grounds.

Analyzes overall garage(s) productivity, recommends service mix, and implements efficiency programs.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-level.

Thorough knowledge of the construction and repair of motorized equipment.

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Thorough knowledge of the use of various hand and power tools, measuring devices, and testing equipment.

Thorough knowledge of occupational hazards and safety measures.

Considerable knowledge of the purchase of parts and supplies.

Considerable knowledge of employee policies and procedures.

Ability to plan and direct the work of skilled repairers, machinists, painters, and helpers.

Ability to diagnose motor vehicle troubles.

Ability to read motorized equipment blueprints, diagrams, and manuals.

Ability to supervise trained mechanics.

Ability to manage a complex garage operation on an efficient basis.

Ability to supervise the keeping of accounts and records.

Ability to communicate effectively with others and maintain a working relationship with employees and the public.

Working Conditions

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in a garage or office.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties require an employee to move heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

Motor Equipment Supervisor 12

Two years of experience as an automotive mechanic supervisor.

Motor Equipment Supervisor 13

Three years of experience as an automotive mechanic supervisor.

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Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MOTEQPSPV

Job Code Description

Motor Equipment Supervisor

Position Title

Motor Equipment Supervisor-1

Motor Equipment Supervisor-2

Position Code

MOTQSPV1

MOTQSPV2

Pay Schedule

NERE-072

NERE-074

ECP Group 3
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VEP/LWT/JR/CP